

RESOLUTION NO. 2021-7

**“A RESOLUTION TO ADOPT FINANCIAL PROCEDURAL ADDITIONS TO THE
CITY PERSONNEL AND PROCEDURES MANUAL”**

WHEREAS, the Council of the City of Sugar City, Idaho desires maintain a high standard and to implement financial and procedure policies to protect the city and expedite the annual financial audit; and

WHEREAS, the City also desires to correct adverse procedures or activities found through audit findings as much as possible;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SUGAR CITY, AS FOLLOWS:

YEAR END ADJUSTING ENTRIES: The City Treasurer shall produce year end adjusting entries to prepare for the financial audit.

ACCOUNTS PAYABLE PROCEDURES: The Mayor and City Council will continue to review monthly payable expenses. Specific large ticket items \$5,000 and over shall also be reviewed and signed off by the department head. Changes in the payment requests from the vendor shall be validated by at least two sources.

ACCOUNTING FOR BUILDING DEPARTMENT ACTIVITIES: Software shall be implemented to account and track building department permits, payments, and activities.

TRAINING: Employees and volunteers who are assigned a city email address or whose duties require access to city websites and emails shall be trained within thirty (30) days of hire and annually on cyberspace security awareness.

SEGREGATION OF DUTIES: Shipped City items shall be verified and signed off by one other than he/she who placed the order. The City will continue to review its segregation of duty policies to improve and encourage transparency and integrity in the work place and allow for staff, mayor, or council to review financial statements and accounts payable items at least monthly.

PASSED by the Council of the City of Sugar City on this 28th day of October, 2021

APPROVED by the Mayor of the City of Sugar City on this 28th day of October, 2021.

(SEAL)

Steven Adams,
Mayor

ATTEST:

Wendy McLaughlin,
City Clerk-Treasurer

APPENDIX "B"

Financial Procedures

1. **Adjusting Entries:** The City Treasurer shall produce monthly and year end adjusting entries to prepare for the annual financial audit.
2. **Accounts Payable Procedures:** The mayor and City council will continue to review monthly payable expenses. Specific large ticket items \$5,000 and over shall also be reviewed and signed off by the department head. Changes in vendor payment requests shall be verified by at least two sources.
3. **Accounting for Building Department Activities:** Software shall be implemented to account and track building department permits, payments, and activities.
4. **Training:** Employees and volunteers who are assigned a city email address or whose duties require access to city websites and emails shall be trained within thirty (30) days of hire and annually on cyberspace security awareness.
5. **Segregation of Duties:** Shipped City items shall be verified and signed off by one other than he/she who placed the order. The City will continue to review its segregation of duty policies to improve and encourage transparency and integrity in the work place.